

JOB DESCRIPTION
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SCHOOL	Archbishop Courtenay
JOB TITLE	Class Teacher
GRADE	MPS
REPORTS TO	Headteacher and Governing body
DATE	March 2025

**The teacher will:**

- Perform in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.
- Meet the expectations set out in the Teachers' Standards

**Job Purpose**

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and culture of this church school, securing its mission statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- To carry out professional duties and to have responsibility for an assigned class
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education

**Main Duties and Responsibilities**

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- Plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations, including setting targets to ensure all learners achieve their potential
- Adhere to all the school's policies and procedures and ensure they are reflected in daily practice.
- Maintain good behaviour and discipline among the pupils, safeguarding their health and safety
- Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- Plan opportunities to develop the social, emotional and cultural aspects of pupils' learning
- Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress, analyse & interpret relevant school, local and national data
- Maintain and develop class resources, coordinate their deployment and monitor their effectiveness in meeting class objectives

- Prepare appropriate records for the transfer of pupils
- Ensure effective use of support staff within the classroom, including parent helpers
- Participate in staff meetings, INSET and CPD
- Lead the development and co-ordination of a particular area of the curriculum
- Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional
- To liaise with outside agencies when appropriate
- To continue professional development and act on advice and feedback
- Meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- Support the Headteacher in promoting the ethos of the school
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.
- Adhere to school policies and any school-specific procedures / rules that apply to this role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Achieve constructive working relationships with all staff
- Promote learners' self-control, independence and cooperation through developing their social emotional and behavioural skills
- Cover playground duty and lunchtime discipline duty as required by SLT

### **Subject Leadership**

The following outlines the key criteria for the role in addition to class teacher roles and responsibilities:

- Liaise with Subject Leaders and the Senior Leadership Team (SLT) to create and update a long-term planning overview for the subject/area.
- Work closely with the Deputy Headteacher (DHT) and Inclusion Manager to raise learning potential for children with Special Educational Needs (SEN) and other vulnerable groups.
- Monitor both discrete and cross-curricular references to the subject/area in all subject plans.
- Promote the subject's importance and value across the school community.
- Monitor the quality of teaching and learning within the subject area to ensure high standards.
- Oversee the assessment, recording, and reporting of subject-related data to track pupil progress and achievement.
- Ensure the planned curriculum is well sequenced, effectively implemented, and meets the needs of all pupils.

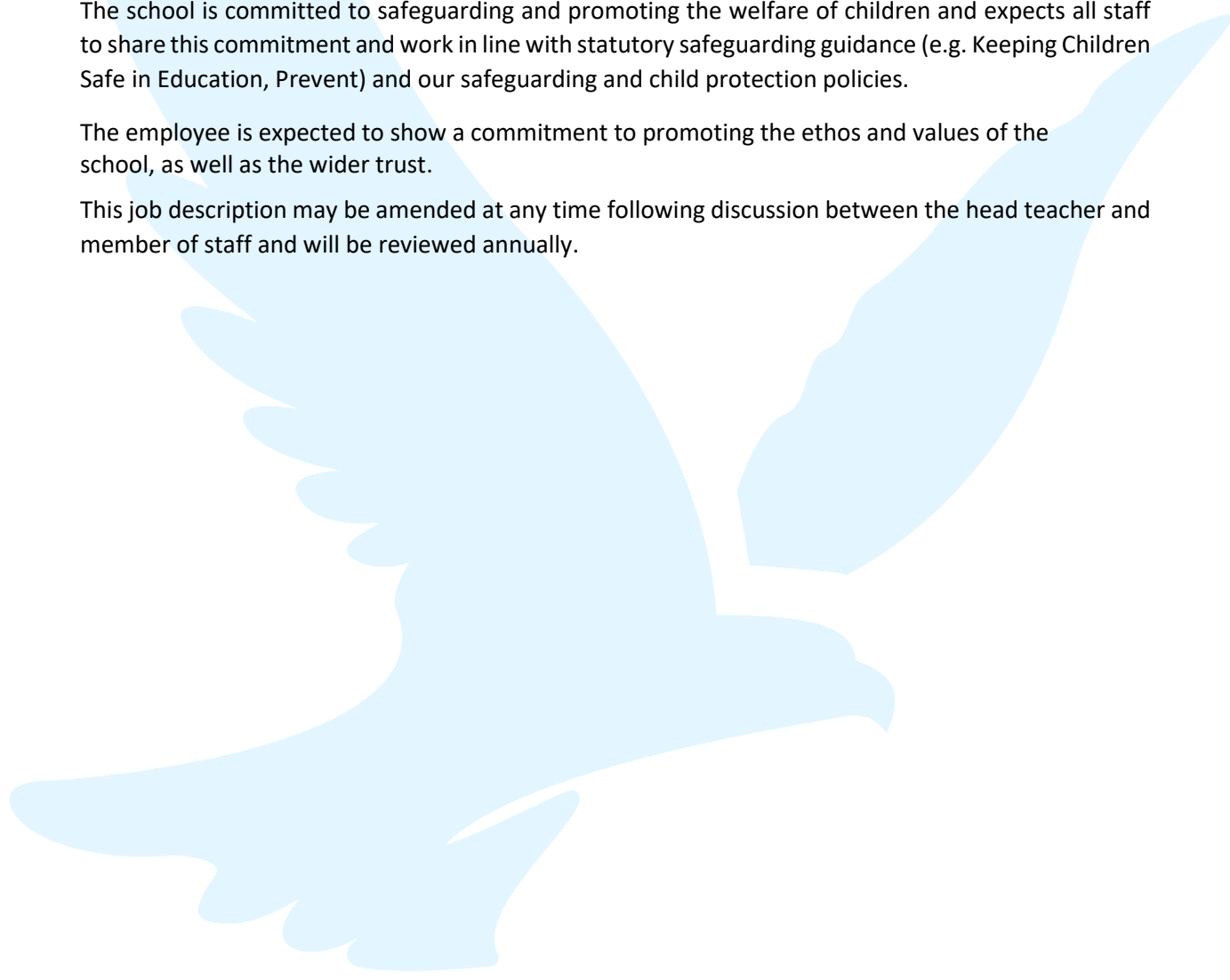
- Keep abreast of current and new approaches to support the curriculum and incorporate them into practice.
- Produce and review curriculum policy documents to ensure alignment with school values and objectives.
- Lead staff Continuing Professional Development (CPD) sessions in the subject area to share best practises and promote effective strategies for raising standards.
- Suggest the purchase of resources to the School Business Manager (SBM) and SLT that will enhance teaching and learning in the curriculum area.
- If applicable, work with SLT to create curriculum booklets.
- Hold regular team meetings to discuss progress, share insights, and strategize for improvement in the subject area.
- Foster a positive working relationship among colleagues, modelling effective teamwork and support.
- Adhere to school policies and any school-specific procedures that apply to this role.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.



**Person specification: Class Teacher**

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>	Essential Essential Desirable
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>	Essential Essential Essential Essential Essential Essential Essential
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>	Essential Essential Essential Essential Essential

Print name (Employee) .....

Signed (Employee): .....

Dated: .....

Signed (Headteacher): .....

Dated: .....